

**SAP Time Entry:
Payroll Release Process
January 16, 2011**

Payroll review and release is required on the first business day of the week following the close of a pay period week (usually on a Monday). Since time is required to be released by 5:00 p.m. on the first business day of the week, this process should be completed on or before 2:00 p.m. on that business day to allow enough time for quality assurance of the payroll by a third party.

I. Approval of Time Sheets

Paymasters do not approve employee time. Work time is approved by supervisors and is indicated by their signature on the time sheet on the “Supervisor’s Signature” line.

EMPLOYEE'S SIGNATURE _____ SUPERVISOR'S SIGNATURE _____

Remarks:

Under penalties of perjury I certify this is true and accurate statement of time worked and leave taken in the service (employment) of the NCDOT
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II. Review of Time Sheets

A. Signatures

All time sheets are required to have two signatures (employee and supervisor). Time sheets without signatures should be returned to supervisors.

B. Total Hours

All time sheets are required to indicate a minimum of 40 hours. These 40 hours can include work time, leave time, adverse weather time, furlough time, or leave without pay. Exempt employees (OT status of “5”) may have more than 40 hours (see Sections C and F, below). Non-exempt employees (OT status of “8”) shall not have more than 40 work hours including adverse weather make-up (9500 + 9512, see Section C, below). Time sheets with less than 40 hours should be returned to supervisors.

C. Adverse Weather Make-Up Time (9512)

Employees must have more than 40 hours if adverse weather make-up time is used, and the overage must be at least the same amount of the time charged as adverse weather make-up time. Non-exempt employees (OT status of “8”) may only list adverse weather make-up time in a week where leave time is used, and the amount of leave time used must be at least the same amount of the time charged as adverse weather make-up time. Time sheets with adverse weather make-up time discrepancies should be returned to supervisors.

D. *Orders and Networks (Cost Center 150149)*

Employees in cost center 150149 (i.e. 2000 series employees) may only charge time to the following...

- 2000 series orders
- TIP project orders
- TIP project networks
- Funded spot safety orders (SPOTF)

Any time sheets for employees in cost center 150149 with time charged to something other than the above shall not be released and shall be returned to the employee for correction.

E. *Orders and Networks (Cost Centers 151105 – 151110)*

Employees in cost centers 151105, 151106, 151107, 151108, 151109, and 151110 (i.e. 3000 series employees) may only charge time to the following...

- 3000 series orders
- TIP project orders
- TIP project networks
- Funded spot safety orders (SPOTF)

Any time sheets for employees in these cost centers with time charged to something other than the above shall not be released and shall be returned to the employee for correction.

F. *Comp Time*




All time worked (9500 only) totaling more than 40 hours will result in comp time. All projects requiring comp time and resulting in time sheets with more than 40 hours of 9500 must have prior approval from the State Traffic Engineer in accordance with the comp time policy. This only applies to exempt employees (OT status of “5”) as non-exempt employees (OT status of “8”) are not allowed to have more than 40 work hours.

G. *Community Service Leave (9560)*

Community service leave must be approved by an employee’s supervisor prior to the date that it is taken. All time sheets indicating community service leave must have attached to them the pre-approval information (email, written/signed request, etc.). Time sheets without community service leave pre-approval documentation should be returned to supervisors.

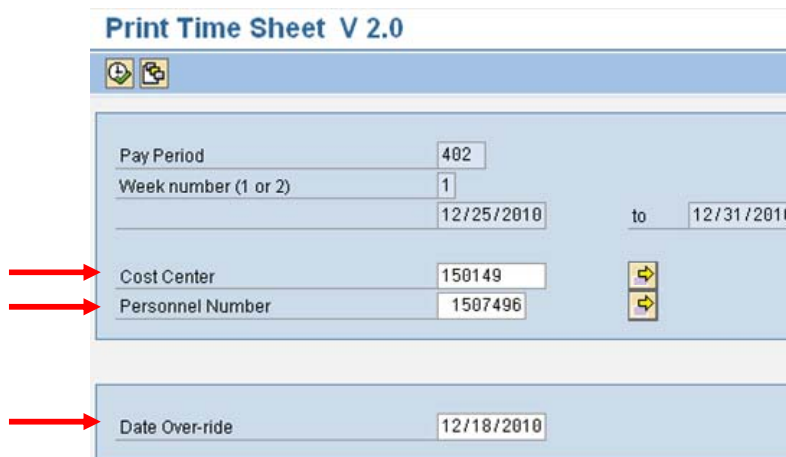
III. Release of Time (SAP)

A. Employee Listings




Open SAP transaction ZHR5 (Personnel Employee Listing), enter the effective date of the first day of the pay period week being reviewed, enter a cost center, and click on the “Execute” button (). Sort and re-arrange columns as desired, click on the “Print” button (), then click on the “Continue” button (). This list can be used to ensure that all time sheets have been received.

B. Verification of Signed Time Sheet with System Time

1. Open SAP transaction ZTS (Print Time Sheet V 2.0)
2. Enter the cost center, personnel number (or leave blank to see the entire cost center), and the first day of the pay period week being checked





The screenshot displays the SAP 'Print Time Sheet V 2.0' interface. It features a header bar with the title 'Print Time Sheet V 2.0' and two icons. Below the header is a form with several input fields: 'Pay Period' (402), 'Week number (1 or 2)' (1), a date range from '12/25/2010' to '12/31/2010', 'Cost Center' (150149), 'Personnel Number' (1507496), and 'Date Over-ride' (12/18/2010). There are also two small icons to the right of the Cost Center and Personnel Number fields. Three red arrows point to the Cost Center, Personnel Number, and Date Over-ride fields.

3. Click on the “Execute” button ()
4. Click on the “Print Preview” button ( Print Preview)
5. Review the signed time sheet with what is displayed in the system
6. If they match, place your initials and the date in the top right corner of page 1 of the time sheet
7. If they do not match, return the time sheet to the appropriate employee so they can print and sign a new time sheet
8. Click on the “Back” button ()
9. Repeat steps 2 through 8 for each time sheet

C. Releasing Time

1. Open SAP transaction ZCAPS (Time Entry Validations)
2. Enter any day of the pay week being released, select the appropriate week (1 or 2), and enter the appropriate cost center number

3. Click on the “Execute” button ()
4. Highlight the employees that can have their time released (indicated by a yellow triangle) by clicking on the “row selection” button () to the left of each row – hold down the “Ctrl” key on the keyboard to make multiple selections (the rows with the yellow triangles have not been released yet). Note that a red triangle indicates a problem.

Validate and Approve Time Sheet Data

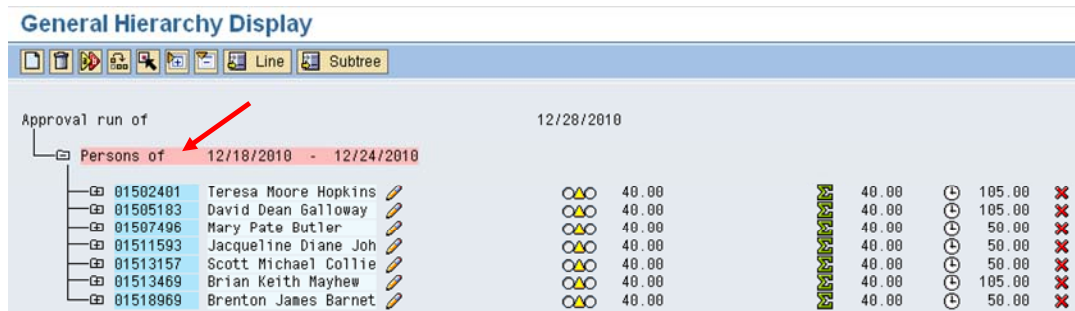
Approve Time

Week 2 of Pay Period 401 -- From 12/18/2010 To 12/24/2010

Status	Tim...	Cost center	Employee	Employee name	Total Time	Description
✓	△	0000150149	1519733	Amanda T Wolfe	40.00	No exceptions found
✓	△	0000150149	1504786	Amy G Moore	48.00	No exceptions found
✓	■	0000150149	1500290	Andrew Nils Good	40.00	No exceptions found
✓	■	0000150149	1504687	Anthony Dean Wyatt	40.00	No exceptions found
✓	■	0000150149	1520670	Bernard Andrew Stouchko	40.00	No exceptions found
✓	■	0000150149	1503651	Beverly Diane Wilkins	40.00	No exceptions found
✓	■	0000150149	1513298	Brandon Jay Simmons	40.00	No exceptions found
✓	△	0000150149	1518969	Brenton James Barnette	40.00	No exceptions found
✓	■	0000150149	1504029	Brian G Murphy	40.00	No exceptions found
✓	△	0000150149	1513469	Brian Keith Mayhew	40.00	No exceptions found
✓	■	0000150149	1503682	Charlene Young Phillips	40.00	No exceptions found
✓	■	0000150149	1512571	Cynthia Baitly Millikin	40.00	No exceptions found
✓	■	0000150149	1502726	David Bryan Phipps	40.00	No exceptions found
✓	△	0000150149	1505183	David Dean Galloway	40.00	No exceptions found
✓	■	0000150149	1500512	Donald Charles Arthur	40.00	No exceptions found
✓	■	0000150149	1519253	Douglas John Sonderfan	40.00	No exceptions found
✓	■	0000150149	1518136	Elaine Reo	40.00	No exceptions found
✓	■	0000150149	1501244	Gregory Allen Fuller	40.00	No exceptions found
✓	■	0000150149	1500261	Gregory Samuels Whitfield	40.00	No exceptions found
✓	△	0000150149	1511593	Jacqueline Diane Johnson	40.00	No exceptions found
✓	■	0000150149	1510834	James Kevin Lacy	40.00	No exceptions found
✓	△	0000150149	1506541	Joel Clayton Cranford	40.00	No exceptions found
✓	■	0000150149	1501459	John Ashley Stephenson	40.00	No exceptions found
✓	■	0000150149	1500789	John Connelly Button	40.00	No exceptions found
✓	■	0000150149	1512060	John Matthew Miss...	40.00	No exceptions found

5. Click on the “Approve Time” button ()

6. Click on the row highlighted in pink



General Hierarchy Display


Approval run of 12/28/2010

Persons of 12/18/2010 - 12/24/2010


Person ID	Name	Time	Rate	Total	Status
01502401	Teresa Moore Hopkins	40.00	40.00	105.00	×
01505183	David Dean Galloway	40.00	40.00	105.00	×
01507496	Mary Pate Butler	40.00	40.00	50.00	×
01511593	Jacqueline Diane Joh	40.00	40.00	50.00	×
01513157	Scott Michael Collie	40.00	40.00	50.00	×
01513469	Brian Keith Mayhew	40.00	40.00	105.00	×
01518969	Brenton James Barnet	40.00	40.00	50.00	×


7. Click on the “Select All” button ()

8. Click on the “Approve” button ()

9. Click on the “Save” button ()

10. The following message will appear at the bottom left of the screen:

 Changes have been saved and written to the interface tables

11. Click on the “Back” button () three times to return to the ZCAPS menu

12. Repeat steps 2 through 11 until all time sheets have been released

IV. Time Release Verification

Once time sheets have been received, reviewed, and released in SAP, two reports must be run and signed by the paymasters performing the payroll functions for that specific pay period week and cost center. Once these reports are run and signed they shall be kept with the appropriate time sheets.

A. Transaction ZCAPS

1. Open SAP transaction ZCAPS (Time Entry Validations)

2. Enter the first day of the pay week being released, select the appropriate week (1 or 2), and enter the appropriate cost center number

Validate and Approve Time Sheet Data

Select options

Key Date: 12/18/2010

Pay Period: 401

Week1: 12/11/2010 to 12/17/2010

Week2: 12/18/2010 to 12/24/2010




Personnel Number: []

Cost center: 150149

Output

Step 1: Show all time records for selected week (selected)

Step 2: Show exceptions and unapproved time only

3. Click on the “Execute” button ()
4. Sort and re-arrange columns as desired
5. Click on the “Print” button ()
6. Click on the “Continue” button ()
7. Indicate on the report that all time sheets have been received, reviewed, and released, then sign and date the report
8. Repeat steps 2 through 7 for each cost center

B. Transaction ZHPAY

1. Open SAP transaction ZHPAY (Payroll Interface)
2. Enter the appropriate “Cost Center” and the “Date Override” (first day of the pay week being released)




Display Time entered in SAP for the Legacy Payroll system

Pay Period: 401

Date Range: 12/11/2010 to 12/24/2010

Cost Center: 150149

Date Override: 12/18/2010

3. Click on the “Execute” button ()
4. Click on the “Print” button ()
5. Click on the “Continue” button ()
6. Indicate on the report that all time sheets have been received, reviewed, and released, then sign and date the report
7. Repeat steps 2 through 6 for each cost center

V. Payroll Process Overview

The following is an overview of the payroll process...

1. Time is entered (responsibility of employees and/or their payroll personnel, depending on the Business Unit’s procedures).
2. Time is approved (responsibility of supervisors as indicated by their signature).
3. Time is released (responsibility of the respective paymasters).
4. Time is transferred (it is Payroll’s responsibility to transfer time to BEACON and Fiscal’s responsibility to transfer time to CO).
5. Time is reviewed for errors (responsibility of Fiscal using transaction IW46).
6. Time is settled (responsibility of Fiscal).